



## Serve Delaware Executive Committee Meeting Minutes

Thursday, August 20, 2015

Williams State Service Center, Dover DE

9:00a.m. – 12:00p.m.

<b>PURPOSE</b> Monthly Executive Committee Meeting	<b>ATTENDEES</b> <b>Commissioners Present (live):</b> Nancy Forster, Gary Pippin, Georgeanna Windley, Margarita Rodriguez-Duffy <b>Commissioners Present (proxy):</b> Sara Funaiock, Kanani Hines, Margarita Rodriguez-Duffy <b>SOV/Staff Present:</b> Renée Beaman, Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Guadalupe Murphy	<b>NOTE TAKER</b> Guadalupe Murphy
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### BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:15 am. by Nancy Forster, Chair of the Commission.

**PUBLIC COMMENT** – None

### ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken to determine a quorum of forty percent of the voting members of the Commission as required by the Bylaws. Four voting commissioners were in attendance by 9:00 am and there was a quorum.

Three voting commissioners and one electronic proxy from voting commissioners were in attendance by 9:15am and there was a quorum.

Proxies from Commissioners Sara Funaiock, Kanani Hines, and Margarita Rodriguez-Duffy were sent to the Commission Chair of the Governor's Commissions on Community and Volunteer Service on August 20, 2015 and read as follows: I hereby authorize Nancy Forster as a proxy holder for the Governor's Commissions on Community and Volunteer Service Business Meeting on Thursday August 20, 2015 to attend and vote on any matters brought before the Commission she deems appropriate.

### APPROVAL OF CONSENT AGENDA – Nancy Forster

1. **Approval of Minutes – June 18, 2015**
2. **Approval of Agenda – August 20, 2015**

**Motion #1:** Commissioner Pippin moved to approve the revised consent agenda.

**Second:** Commissioner Rodriguez-Duffy seconded.

**Vote: Yes:** Commissioners Forster, Pippin, Rodriguez-Duffy, Funaiock, Hines,  
**All in Favor.** Motion was carried.

### FINANCIAL REPORT

It was decided to hold on the voting of the acceptance of the financial report for later on the meeting in order to provide the Chair of the Administrative and Finance Committee the appropriate time to review the report since it was not provided prior to the start of the meeting.

### EXECUTIVE DIRECTOR REPORT

Executive Director Luz Vasquez-Guzman, reported on the newly released Notice of Funding Opportunity (NOFO) by the Corporation for National and Community Service (CNCS). There were two notable changes made; competitive programs must have a minimum of 20 actual members, anything less can be formula funding and in light of recent current events, there is an emphasis on programs that focus on safer communities.

In addition, Ms. Vasquez-Guzman reported on Beth Binkley's visit with the State Office of Volunteerism. Beth Binkley is a Program Officer at the Corporation for National & Community Service. The meeting's purpose was to conduct an AmeriCorps Training and Technical Assistance Training visit. AmeriCorps Program Director Charles Harris also participated in the training. The key components of the training were:

- Overview of CNCS partnership
- Managing the CNCS partnership
- DE competitive process
- New Grantee Outreach
- Sub-grantee Selection
- Monitoring Sub-grantees

Ms. Vasquez-Guzman also reported that Ms. Binkley questioned the review process. Commissioner Chair Forster agreed that the Commissioners do not have enough guidance in what to look for in when they review the grant applications.

Executive Director Vasquez-Guzman also reported on the current GMI-Substance Abuse Prevention pilot program with Ministry of Caring, Boys and Girls Club, and Division of Substance Abuse and Mental Health (DSAMH). The program has been awarded funding for FY16 by DSAMH and 10 (ten) half time members will start the program on September 1, 2015. The GMI Substance Abuse Program is still scheduled to apply for competitive funding in January.

Ms. Vasquez-Guzman also provided an update on the Governor's Outstanding Volunteer Service Awards. The awards have been rescheduled for October 6, 2015 due to a schedule conflict in the Governor's Office. The Review Committee is still in need of one more Commissioner to review and evaluated the nomination. The committee will meet on September 10, 2015 at the Thomas Collins Building (540 S. DuPont Highway, Dover) in the 1st Floor Training Room from 10am – 12pm. Commissioner Georgeanna Windley informed the Executive Committee that she will no longer be able to participate in the Review Committee for the Award Nominations. Commission Chair Nancy Forster will reach out to Commissioner Bryan Shupe to check his availability to participate on the Review Committee. Commissioner Kanani Hines volunteered to participate in the nomination reviews.

The VolunteerDelaware.org site is being updated by April Willey an SOV staff member and Deborah Tokarski an DSSC staff member. DSSC staff from the Director's Office is working on familiarizing themselves with the ServeDelaware.org site and will soon begin the process of updating the site. The Commission hopes that the DSSC staff will keep the updating of the Serve Delaware site as a priority going forward since the site is the face of the Governor's Commission on Community and Volunteer Service. Information on the site should be updated and should not still contain information from the 2012-2013 program year, names of Commissioners who have passed away, or old contact information for staff who longer work for SOV. If updating the Serve Delaware site is too difficult to update because it is part of the state's system then the State Office of Volunteerism should consider using an outside organization from the state in order to be able to have better access and ability to update information on behalf of the Commission. Commissioner Georgeanna Windley expressed her frustration on behalf of the Commission that the website has not been updated for the past several years and that the Commission cannot advocate for volunteerism in the State of Delaware as best they can if their own website and resource information is not even up-to-date, it is embarrassing and unprofessional.

Executive Director Luz Vasquez-Guzman will provide the Commission with the availability of the Website Committee members from DSSC who have access to the ServeDelaware.org site once the Committee is ready to meet with the Commission to work collaboratively on updating the site.

Ms. Vasquez-Guzman reported that the Foster Grandparent Program (FGP) just completed their monitoring visit. The whole FGP staff worked hard to provide the necessary information to the monitor in one central location. The program is waiting to hear back from CNCS on program findings and on where the FGP needs improvements.

## **FINANCIAL REPORT**

Commissioner Georgeanna Windley, the Chair of the Administrative and Finance Committee was able to review the financial reports that were distributed at the start of the meeting. Commissioner Windley had requested additional information to be added to the financial reports in order for the Commissioner's to understand the financial reports but not all of the requested changes were made. The AmeriCorps Program Director will work with the DSSC Fiscal Department to make the necessary edits to include, proper labels and naming, footnotes, and funding source. Reports that will need to be provided to the Administrative and Finance Committee must include the Commission Administrative (Support) Grant, Budget Narrative, AC Formula Funding, and the Enrollment Report. Executive Director Vasquez-Guzman and Deputy Director Cynthia Manlove will reach out to Commissioner Windley to work on updating the financial reports.

Commissioner Windley requested that the Administrative Specialist share the Commission's Standard Operating Procedures with the Deputy Director and Director. The Administrative Specialist will also need to send the Time & Effort Reports for the staff that is included in the current Commission Administrative (Support) Grant to Commissioner Windley.

## **CNCS NOTICE OF FUNDING OPPORTUNITY**

In addition to the two new changes made to the released Notice of Funding Opportunity (NOFO) by the Corporation for National and Community Service (CNCS), the evidence based portion of the applications assessment has been increased by 4 points which took away points from the theory of change and logic model. Also, the 20 required members do not have to serve full time terms, they can serve various terms. A priority has been set on Safer Community initiatives.

The goal for the AmeriCorps program is to set up informational meetings/events where it can share the funding opportunities with the community. Charles Harris, the AmeriCorps Program Director will need to provide the Commissioners with a summary page that will provide the information that they need to share about the funding opportunity. Commissioners need to know what is available (NOFO highlights), what the AmeriCorps Program needs them to do, what types of programs or initiatives that it is looking for, organization's capacity, a list of possible organizations to reach out to, and a particular timeline to work from. The Commissioners will then be encouraged to go out and speak with organization that could potentially host an AmeriCorps program.

The Executive Director will work with the AmeriCorps Program Director to put out a Public Notice.

## **COMMITTEE REPORTS**

### **- ADMINISTRATIVE & FINANCE**

Administrative Calendar: Commissioner Windley created a draft copy of the Administrative Calendar and had requested staff and Commissioners to share important dates such as meetings, deadlines and events. The Commissioner Chair will work with the Executive Director to develop a policy for submitting and cancelling meeting dates and events. Once the policy is created the Administrative Specialist will reach out to the Committee Chairs, AmeriCorps Program Director and the Executive Director to request the dates in order to populate the Administrative Calendar.

Dropbox Policies: Commissioner Windley reported that the Dropbox account is not working as it should be. Guadalupe Murphy, the Administrative Specialist reported that she will attempt to connect with another Dropbox user and if it unsuccessful then she will look into another file sharing system.

Nominations and Elections: The Executive Committee recommended that an Adhoc Committee be formed under the Administrative and Finance Committee that will serve as the Nominations Committee. The members of the Nomination Committee will include former Commission Chairs. The Nomination Committee will be responsible for making recommendations and putting forward nominations for the elected positions as the November Commission retreat.

Bylaws Update: Commissioner Windley requested that the Executive Committee members read and review the new bylaws and provide any recommendations to the Administrative and Finance Committee Chair.

- **DELAWARE VOLUNTEERISM** – nothing new to report
- **PROGRAM OVERSIGHT** – nothing new to report

#### **TRAINING**

Guadalupe Murphy, the Administrative Specialist reported that she was working on creating the travel request packet for the upcoming AmeriCorps Symposium in September and the National Conference in October. Commissioner Windley informed the Committee that she needs to excuse herself from the upcoming AmeriCorps Symposium because of work related matters. Commissioner Gary Pippin volunteered to attend the AmeriCorps Symposium as the Commissioner Treasurer.

#### **CHAIR & VICE CHAIR ORGANIZATION ROLES**

Commission Chair Nancy Forster distributed the organizational chart for the Governor's Commission on Community and Volunteer Service. The Commission Chair requested that all the members of the Executive Committee review the chart and provide feedback. The Administrative Specialist will create an electronic version of the chart for the purpose of updating capability.

#### **NEW BUSINESS**

- **APPLICATION LINK**

The link to the Governor's Boards and Commission Application has been uploaded to Volunteer Delaware on the Commission page.

- **VOLUNTEER DELAWARE 50+**

Commissioner John Danzeisen reported that the state is still in the process of filling the NCC Volunteer Delaware 50+ Program Manager's position. Also, the volunteer initiative between Major Shupe in the City of Milford and the Volunteer Delaware 50+ Program in Sussex County is moving forward. New organizations that need volunteers are being recruited and will be part of a large volunteer event in the coming months.

Commissioner Danzeisen recommended that the Executive Director schedule a meeting with the Modern Maturity Center (MMC) for the purpose of possible collaboration between the State Office of Volunteerism and the Kent County RSVP program. Commissioner Danzeisen and Commissioner Windley both offered to participate in the meeting between SOV and MMC.

- **VOLUNTEER SERVICES ADMINISTRATOR**

Interviews for the Volunteer Services Administrator are due to begin in early September.

#### **ADJOURN**

**Motion #2:** Commissioner Windley moved that the Commission meeting be adjourned.

**Second:** Commissioner Pippin seconded the motion.  
All in Favor. Motion is carried.

Meeting was adjourned at 12:02 PM.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary